14 FEB 1983

MEMORANDUM FOR: Assistant Director for Policy and Planning
                Office of Finance

FROM   :   STAT
               DDA/Management Staff

SUBJECT   : 1985 Standard Support Requirements
               (formerly Supplemental Support Initiatives)

REFERENCE   : DDA 83-0195 (1985 S.S. Requirements)

1. As of this date, we have not received your response to our memor-
andum (see reference). To continue with our planned schedule, we have
arranged for a meeting between representatives of your office and the DDA/
Management Staff for /7 February at /4:30 hours for the purpose of reviewing
and discussing the Standard Support Requirements and any issues your office
wishes to raise related to SSR. This meeting will be held in the DDA
Conference Room and should take approximately 30/40 minutes. We have composed
additional questions which are listed on the attached page and we request
that your response be presented at the meeting.

2. Further, we wish to re-emphasize that the sole purpose of the
Standard Support Requirements resources is to support new Agency initiatives.
When applying SSR resources, the basic assumption is that we have sufficient
resources to support the Agency's current activities (as of 1 October 1984).
The SSR cannot therefore be used to eliminate deficiencies in your Base
program, or to compensate for any shortfalls. Your New Initiative must be
developed to make up for these shortfalls, not the SSR. Finally, you are
reminded that each office Director will be expected to defend the SSR
resources included in your 1985 Budget Program.

3. Listed on the attached page are comments and questions for your
consideration and response.

STAT

Attachment
  As Stated

STAT

Office of Finance
Comments and Questions

A. During 1984 your office is programmed to receive, assuming the Agency's
    budget is approved as submitted, the following SSR resources [   ] STAT
    [   ] These resources will enter your 85 Base. How do these   STAT
    resources impact on increased requirements in the form of New Initiatives
    in 85? In other words, precisely how much can Base resources absorb with-
    out instituting SSR resources?

B. What resources are needed for DDA New Initiatives?

C. Impact statement if resources are not provided at levels requested.

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